

**DRAFT  
MEETING MINUTES  
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

Wednesday, June 23, 2004

Meeting was held in the 1<sup>st</sup> Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

**Present:**

Members:

Alan Hull, Chairman, Department of Transportation  
Marc Johnson, Vice-Chairman, Department of Natural resources  
Sgt. John McIntosh, Department of Fish & Wildlife  
Curt Kyle, Emergency Management Division  
Guy Cranor, Department of General Administration  
Bob Schwent, Washington State Patrol  
Dennis Hausman, Department of Information Services  
Jose Zuniga, Department of Corrections  
Brad Barber, King County  
Don Wilbrecht, Department of Corrections

Minutes:

Kim Stolz, Washington State Department of Transportation

Guests:

Fred Radovich, Motorola  
Skip Osteyee, Motorola

**Introductions:**

Attendees were asked to briefly introduce themselves.

**Approval of Minutes:**

The last meeting notes were reviewed and accepted by all members present.

**Modifications of Risk/Severity Matrix:**

Four suggestions were made to be added to risk:

1. An additional frequency
2. Compatibility
3. Potential failure of aging systems
4. Length of projects (48 months)

These suggestions were discussed and were recommended to be added to the matrix.

Marc Johnson will make the suggested changes and send via email to Dennis Hausman. Dennis will then email to the rest of the members.

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**Modifications to the Suggested Wording on the WSCA Contract:**

A MOU on policies and equipment was set up with the Department of General Administration (GA) and Department of Information Services (DIS) and was signed.

Guy Cranor will send a copy of the corrected wording to Clark Palmer for the SAW Group.

**Continued Discussion on the Group Charter:**

Alan Hull typed up a list and assigned responsibilities to each member. The list was reviewed and changed/corrected as needed.

It was suggested and agreed upon that item L be re-worded.

As is:

Recommend a protocol that can become a state standard to address what and how radio acquisitions should be handled in respect to the SIEC SAW Group, SIEC and ISB. The protocol would be identified, the standards would be created and vetted by a policy committee or board.

Suggested Wording:

Recommend a **technical resource** that can become a state standard to address what and how radio acquisitions should be handled in respect to the SIEC SAW Group, SIEC and ISB. The **resource** would be identified, the standards would be created and vetted by a policy committee or board.

It was also suggested and agreed upon that the word 'all' be taken out of items B,C and M.

Also on item M, it was suggested and agreed upon that 'state assets' would be changed and worded as 'state radio assets'.

**Assignment of Charter Requirements**

A draft task chart was handed out for review. It identifies the task, duration of time for the task and the resource name(s).

Members will review the chart in further detail and have comments/suggestions next meeting.

Alan Hull and Dennis Hausman will insert resource names and tasks as appropriate and chart will again be reviewed/discussed next meeting.

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**WSP Use of the June SIEC Technology Clearinghouse- for Demonstration of Crossband Repeater Technology:**

July 13<sup>th</sup>- Costcom and Motorola demonstration

August 9<sup>th</sup>- Gateway Crossband demonstration

It was discussed how the clearinghouse is currently observed and how it should be observed. Most look at the clearinghouse as it fits the agency needs. However, it should be looked at how it fits state service needs.

It's a very useful tool, and it was agreed that each agency should have a representative attend.

**Continued Discussion of Frequency Coordination Process:**

Continued reviewing the flow chart. Comments that were sent via email were passed around and discussed. It was agreed upon that Alan Hull will type up a CQ and Bob Schwent and Marc Johnson will come up with a Business Case for two FTE's- WMS and Administrative Support. Marc Johnson, Sgt. John McIntosh, and Jose Zuniga will create a budget package and operational proposal related to radio caches. The packages will be reviewed next meeting in preparation to recommend to the SAW Group.

**Overview Report Doc (McNeial Island) Partnership with the City of Tacoma**

No report was made at this time. Jose will have a report once the consultant report is complete.

**"In A Perfect World....." A Proposed Radio Communications Plan for Washington State**

There was not enough time left for a discussion, so Sgt. McIntosh passed out the report for all to read/review. It will be discussed/reviewed next meeting.

**New Business:**

**SIEC involvement with products that are not licensed**

SIEC only has authority in managing purchases of unlicensed equipment

Next scheduled meeting will be held on Wednesday, July 7, 2004 from 10:00 am – 12:00 pm. Location of the meeting is at 1110 Jefferson Street SE, Olympia, WA.